



Florida International University is classified by Carnegie as a R1: Doctoral Universities - Highest Research Activity and recognized as a Carnegie engaged university. It is a public research university with [colleges and schools](#) that offers 196 [bachelor's, master's and doctoral](#) programs in fields such as engineering, computer science, international relations, architecture, law and medicine. As one of South Florida's anchor institutions, FIU contributes almost \$9 billion each year to the local economy. FIU is Worlds Ahead in finding solutions to the most challenging problems of our time. FIU emphasizes research as a major component of its mission. FIU has awarded more than 220,000 degrees and enrolls more than 54,000 students in two campuses and three centers including FIU Downtown on Brickell, FIU@I-75, and the Miami Beach Urban Studios. [FIU's Medina Aquarius Program](#) houses the Aquarius Reef Base, a unique underwater research facility in the Florida Keys. FIU also supports artistic and cultural engagement through its three museums: [Patricia & Phillip Frost Art Museum](#), the [Wolfsonian-FIU](#), and the [Jewish Museum of Florida-FIU](#). FIU is a member of [Conference USA](#) and more than 400 student-athletes participating in 18 sports. For more information about FIU, visit <http://www.fiu.edu/>.

Director College Recruiting – College of Business - 529083

Job Summary:

Reporting to the Executive Director for Graduate Programs, the Director will lead the day-to-day recruitment, admission, and financial aid operations within the Chapman Graduate School of Business. The Director is responsible for developing and planning a seamless approach to recruitment, admission, and enrollment of new students.

- Provide administrative oversight and strategic direction for the Chapman Graduate School's portfolio of MBA and Specialized programs, including full-time, online and hybrid.
- Works closely with college leadership in identifying and achieving admission goals and targets for increasing and sustaining enrollment through coordinated strategies that will convert high-quality prospects to meet enrollment targets set by the Chapman Graduate School of Business leadership.
- Directs and supervises the recruitment teams in their recruiting efforts for the respective assigned programs and reports on their performance.
- Monitors recruitment goals, admissions & recruiting targets for each program and establishes priorities and tactics to achieve goals.
- Develops innovative strategies, initiatives, partnerships, and programs ensuring successful attraction, recruitment, matriculation, and retention of high-caliber students for the portfolio of MBA, DBA, and MS programs, cross-sell, and cross-function for other graduate programs at the Chapman Graduate School to ensure a high level of collaboration and productivity.
- Leads the admissions and financial aid teams, providing strategic guidance, driving operational efficiency, and ensuring a best-in-class, end-to-end customer experience for incoming students.
- Manage the processes for application, evaluation, transcripts, and admission. Identify and recommend improvements to streamline the process.
- Establish and continuously assesses the effectiveness of internal controls within the unit and compliance with university policies and procedures.
- Leads a team with the goal of identifying and recruiting international prospects and manages the processing of international admissions.
- Effectively represents FIU Business in front of various audiences, including corporations, donors, committees, a global network of partners, prospective applicants, students, staff, and alumni.
- Develops and delivers public presentations (including webinars) designed to promote FIU graduate programs to prospective applicants. Identifies opportunities to cross-sell.
- Reports regularly to the Executive Director and Dean with recruiting, admissions and yield updates, financial aid/scholarship data, and makes data-driven recommendations for admissions and recruitment strategies. Delivers class profile data and supports external reporting, as required.

- Collaborate with the College's Marketing and Communication team in the development of marketing collateral, advertising, campaigns, and communication plans to support enrollment strategies.
- Work closely with the College's Finance and Administration team in the development and management of the unit's operating budget. Analyze current and past budgets to develop short and long-term budget forecasts.
- Serves as a CRM/Salesforce super user, driving operational efficiency in application processing, reporting, communications, and interpret analytics regarding pipeline development and conversions.
- Recruits, trains, supervises, and develops staff members across the several units.

Minimum Qualifications:

Bachelor's degree and 8 years of experience or Master's degree and 6 years of experience.

Desired Qualifications:

- Experience working with students in an educational setting. Experience in sales management, travel, and recruitment.
- Experience supervising a team.
- Proven ability to work independently, excellent communication and presentation skills.
- Experience with graduate schools, admissions enrollment, and recruitment of new students.

Job Category:

Administrative

Advertised Salary:

\$100,000 - \$115,000

Work Schedule:

- Begin time: 8:30 AM
- End time: 5:30 PM

Pre-Employment Requirements:

Criminal Background Check

Other Information:

- Must attend meetings off campus and occasionally attend functions on weekends and evenings.
- Ability to work evenings and weekends.
- Ability to travel locally and nationally.
- Ability to travel internationally.
- Ability to work flexible hours as needed.
- Travel to FIU Campus.

For further information or to apply, please visit careers.fiu.edu and reference Job Opening ID # **529083**

Clery Notice

In compliance with the [Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act](#), the University Police department at Florida International University provides information on crimes statistics, crime prevention, law enforcement, crime reporting, and other related issues for the past three (3) calendar years. The FIU Annual Security report is available online at: <https://police.fiu.edu/download/annual-security-fire-safety-report/>.

To obtain a paper copy of the report, please visit the FIU Police Department located at 885 SW 109th Avenue, Miami, FL, 33199 (PG5 Market Station).

Pay Transparency

Florida International University will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

FIU is a member of the State University System of Florida and an Equal Opportunity, Equal Access Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.